MINUTES
OXNARD CITY COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
Regular Meeting
November 28, 2023

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 5:02 p.m., Chair John C. Zaragoza called to order the regular meeting of the Oxnard City Council Finance and Governance Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. Dee Lai, Assistant City Clerk called the roll and announced the posting of the agenda. Chair John C. Zaragoza, Member Gabriela Basua, and Member Gabriel (Gabe) Teran were present in person.

Member Teran joined the meeting at 5:18 p.m.

Consideration of Teleconference Participation pursuant to Assembly Bill 2449.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

No public comments were received.

C. CONSENT AGENDA

1. City Clerk Department
   SUBJECT: Approval of Minutes.
   RECOMMENDATION: That the Finance & Governance Committee approve the minutes of the November 14, 2023 regular meeting as presented.

No public comments were received.

It was moved by Member Basua, seconded by Chair Zaragoza, to approve the Information/Consent item as presented. VOTE: Basua, and Zaragoza voted in favor; the motion passed 2-0. Member Teran was absent.

D. REPORTS

1. Billing and Licensing Department
   SUBJECT: Clarification regarding Business Tax & Permit Administration, Discovery & Auditing Services (20 minutes)
   RECOMMENDATION: That the Finance and Governance Committee recommend the City Council:

   1. Authorize the outsourcing the Licensing Services;
   2. Approve and authorize the Mayor to execute an agreement between the City of Oxnard and Hinderliter, de Llamas & Associates (HDL) to provide Business Tax and Permit Administration, Discovery and Auditing Services for a period of five years with the option to renew for another five years prior to the contract's expiration; and
   3. Adopt a resolution authorizing examination of sales or transactions and use tax records by HDL.

Eden Alomeri, Revenue & Licensing Director & Assistant City Treasurer, was available to answer the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

It was moved by Chair Zaragoza, seconded by Member Basua, to NOT approve the recommended action as presented. VOTE: Basua, and Zaragoza voted in favor; the motion passed 2-0. Member Teran was absent.

2. City Manager Department
   SUBJECT: Updates to Citizen Advisory Group (CAG) Bylaws (10 minutes).
   RECOMMENDATION: That the Finance and Governance Committee recommend that the City Council adopt a resolution incorporating modifications to the existing Citizen Advisory Group (CAG) uniform bylaws.

Samantha Shapiro, Project Manager, was available to answer the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

It was moved by Member Basua, seconded by Chair Zaragoza, to approve the recommended action with the amendment of Article VIII (Rules of Order) to read as follows: Robert's Rules of Order Newly Revised shall constitute the parliamentary authority for the meetings. VOTE: Basua, and Zaragoza voted in favor; the motion passed 2-0. Member Teran was absent.

3. Fire Department
   SUBJECT: Authorization to submit grant applications to Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (Matching requirement of up to $193,815.03) (10 minutes).
   RECOMMENDATION: The Finance and Governance Committee recommends that the City Council authorizes:

   1. The submission of seven (7) grant applications to the FEMA Assistance to Firefighters Grant (AFG) for $1,948,632, including a 10% local match for the purpose of procuring fifty (50) sets of structural firefighting turnouts, a paramedic squad, paramedic training, EMS training equipment, and USAR, HazMat and Fire Prevention training;
   2. The submission of a Fire Prevention and Safety (FP&S) in an amount not to exceed $350,000, including a 5% match for the installation of 5,000 combination smoke and carbon monoxide detectors.
   3. The City Manager or designee to execute the grant agreements if grant funds are awarded to the City;
   4. The Chief Financial Officer or designee to submit financial reports and grant claims for the use of match and grant funds and perform all other required financial actions; and
   5. The Fire Chief or designee to submit non-financial reports.

Alex Hamilton, Fire Chief, was available to answer the Committee's questions. No public comments were received. Discussion ensued among the Committee and staff.

It was moved by Member Teran, seconded by Member Basua, to approve the recommended action as presented. VOTE: Basua, Teran, and Zaragoza voted in favor; the motion passed 3-0.

E. ITEMS FOR FUTURE AGENDAS

No requests were made.

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Zaragoza adjourned the meeting at 5:23 p.m.

DEE LAI
Assistant City Clerk

JOHN C. ZARAGOZA
Chair